## 2. Mid Year Touch Point and Ongoing Feedback

**Quality conversations drive performance and support development**

<table>
<thead>
<tr>
<th>Who is involved. Time commitment will vary.</th>
<th>What you will need</th>
<th>When it occurs</th>
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<tbody>
<tr>
<td>• Conversation leaders – may be direct manager or delegate&lt;br&gt;• Individual&lt;br&gt;• Other feedback sources (e.g. peers, external / third party)</td>
<td>• Informal conversation – documentation not essential&lt;br&gt;For mid-year touch point:</td>
<td>• January-December: ongoing feedback to ensure progress is supported&lt;br&gt;• June-August: formal mid year touch point recommended</td>
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### Action required

- Managers **with less than 10** Individuals are to meet for regular informal one to one meetings with Individuals to give and receive feedback (weekly, monthly or minimum quarterly.) Also meet for the touch point (at least once in Jun-Aug).
- Managers **with more than 10** Individuals are recommended to delegate. Conversation leaders* to meet with Individuals for regular informal one to one meetings to give and receive feedback. The touch point is also highly recommended (in Jun-Aug).
- **The touch point meeting is about progress, acknowledgement, appreciation and development – not an elaborate data gathering exercise.** This conversation may be completed as part of existing processes e.g. Promotion or Tenure Track Discussions, Career Development Committees, Probationary Meetings.
- Individuals are encouraged to regularly gather feedback from other sources (360 input – see guide) to enhance the fairness and accuracy of myCareer.

### Support, guides, tools, templates available

- **Recommended**
  - myCareer Plan (Academic / Professional / Senior Leader)
  - Training & support for staff & leaders.
- **Optional**
  - Feedback guide (360 input)
  - Giving and receiving feedback conversation guide
  - Midyear feedback and touch point conversation guide
  - Managing difficult conversations guide
  - Commentary guide

* A conversation leader is an Individual’s manager / supervisor or this responsibility can be delegated to others in senior roles. *e.g. Associate Deans, Professors, Project or Program Leaders.*